

Executive Registry

3-9/30

APR 14 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Reorganization of the Organization and Methods Service

REFERENCE: Memorandum from Chief, O & M Service, 2 March 1953.
(Attached as Tab 1)

1. Reference memorandum consists of the recommendation of the Chief, O & M Service, that three "Assistant Management Officers" GS-15 be authorized, each to be responsible for carrying out management projects and missions within one of the Deputy Directorates of the Agency. The Assistant Management Officer for DI/A would also service the Office of the Director, the Communications Office, and the Office of Training. The incumbents of these positions, together with the Chief, O & M Service (designated as the "Special Assistant for Management Planning"), will comprise a Management Board to provide suitable coordination for all organization and methods work within the Agency. The existing position of Deputy Chief, O & M Service, GS-15, will be eliminated.

25X1A 2. The proposal was discussed with the Comptroller, who indicated verbal concurrence in the reorganization, 26 March 1953. Further discussion was held later with a consultant to the O & M Service, [REDACTED] who explained future program plans of the O & M Service and indicated that considerable emphasis would be placed on the O & M Service's role as a consulting and advisory service to all Agency units. Additionally, plans call for the extension of management services to overseas activities on a greater scale than heretofore. 25X1A The organizational chart for the O & M Service, as originally presented, was modified by [REDACTED] by centralizing in the Office of the Management Officer, administrative functions of the Service and the function of rendering staff advice for machines and equipment, thereby providing for but three organizational units, one for each directorate, reporting to the Chief, O & M Service.

3. It will be noted in the draft functional statements attached that the implication exists that the Chief, O & M Service will serve as the Advisor to the Director of Central Intelligence on special management problems and those affecting the Agency as a whole and will serve as the Director's instrumentality in "stimulating, coordinating and supervising Agency participation in the President's Program for Management Improvement"---. No mention is made of reporting and command channels through the Comptroller and the Deputy Director (Administration) although [REDACTED]

25X1A

provides that the Comptroller will advise the DDA on general Agency efficiency, organizational structure, functions, manpower requirements, and administrative procedures for all components of the Agency. Therefore, it was confirmed by discussion with the Comptroller that the Chief, O & M Service will be responsible to the Comptroller and through him to the DDA for the management function. It follows that the proposed functional statements should be revised accordingly.

4. This Office has long recognized the need for a strong and competent Agency Management Staff to assist in the development and maintenance of an efficient agency organizational and staffing structure complemented by appropriate procedures and methods for accomplishing the assigned function of each office. In these terms, it is agreed that three GS-15 Organization and Methods Examiner positions could be justified, and our approval of these GS-15 positions is therefore based on the projection of a comprehensive management program.

5. Position of Deputy Chief, O & M Service, GS-15 and two positions of O & M Examiners, GS-14, will be eliminated from the current T/O to provide the required spaces. No change in ceiling is involved.

6. It is recommended that the three "Assistant Management Officer" positions, GS-15 be approved on the basis of their anticipated individual responsibilities for the prosecution of management programs within the respective Directorates of the Agency, with the qualification that the positions be individually reviewed in approximately 6 months time. Further, it is recommended that the functional statements concerning the O & M Service be revised to assure consistency with Agency [REDACTED]

25X1A

[REDACTED]
Assistant Director (Personnel)

25X1A

1 Attachment
As stated

Action by Approving Authority

Date _____
Approved (Disapproved),
Exceptions, if any

Assistant Deputy Director
(Administration)

CWD/RWS/sb

Distribution:

1 - AD/P	1 - O & M	1 - RPS
1 - PD	1 - Comptroller	1 - CWD